

**GILA COUNTY COMMUNITY DEVELOPMENT  
COMMERCIAL CONSTRUCTION PERMIT REQUIREMENTS  
FOR AREAS ZONED “UNCLASSIFIED”**

- ☐ **Assessor Parcel Number**
- ☐ **Owner name, mailing address, phone number**
- ☐ **APS** approval for service panel location
- ☐ **PDI** Pre-development Information Request
- ☐ **Floodplain:** Floodplain Use Permit or Clearance
- ☐ **Grading Permit/ROW (culvert) Permit/ Drainage Permit**  
Globe and Payson (928) 402-8502
- ☐ **Wastewater Current Clearance Letter & Site Plan Stamped**

- ☐ **Health Dept. Current Clearance Letter** 928-425-3231 Ext 8811 Payson 928-472-5356

\*If building Restaurant, Bakeries, Bar or lounge, Bed and Breakfast, Butcher Shop, Hotels/Motels, Hotels/Motels with continental breakfast, Ice Plants, Medical Facilities Food Service, Pet Shops, Wholesale Foods, Snack Bar, Ice Plants, Temporary Food Vendor (outdoor food booths)- Special Events, Mobile Vendors, Institutional, Food Processor-Making Food or Deli Food, Store/Market, Making Food or Serving Food, Children Camps, Swimming Pool/Spa, Daycare, School, etc..

- ☐ **Site Plan Drawn to Scale @ 1" =20' min. on 8 ½"x 11" paper (if possible), showing:**
  - ☐ Lot lines and dimensions
  - ☐ Easements and alleys
  - ☐ Location of all proposed and existing buildings on the property
  - ☐ Distances between buildings and from buildings to property lines
  - ☐ Fences and other structures, proposed or existing
  - ☐ Parking and Driveways
  - ☐ North arrow
  - ☐ Location of all existing and proposed utilities and meter locations including septic tank, leach field and reserve area, well, water meter, electric meter, U/G piping, propane tank (below ground requires State Fire Marshal Approval)
- ☐ **Commercial Contractor name, address, phone & license number**
- ☐ **ADOT Approval required for all projects on State Highways, including change of tenants**  
Globe 928-402-5608 Payson 928-779-7529
- ☐ **Plans, Permit and Inspection required to confirm compliance with the following:**
  - ☐ **Electrical Projects-Require floor plans, Electrical Plans & Inspections**
  - ☐ **ADA Requirements (American Disability Act)**
  - ☐ **State Fire Marshal approval**

**OPTION: You may choose to have the entire project reviewed and inspected by Gila County for building code compliance**

- **Complete building set of plans required**
- **Full fees paid (plan review and permit fees)**
- **Gila County will inspect entire project**
- **Certificate of Occupancy will be issued on any commercial building**

608 E. Highway 260, Payson, AZ 85541  
Phone: (928)474-9276 or (800)304-4452 ext. 7110 Fax: (928)474-0802  
745 N Rose Mofford Way, Globe, AZ 85500  
Phone: (928)425-3231 Ext. 4224 or (800)304-4452 ext. 4224 Fax: (928)425-0829